



FRS – Daylight Savings Time (DST): SPRING

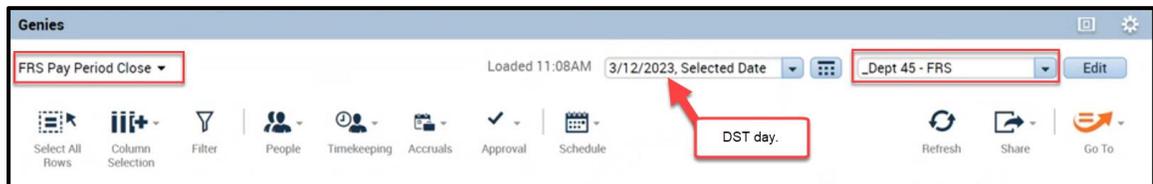
FRS TASKS:

1. Fire and Rescue Services (FRS) Closeout Team will add 1 hour of Admin Leave – Other with **Reason Code** – ‘FRS063DS’.
2. FRS Closeout Team will use FRS *Genies* with *HyperFinds* to review the scenarios and adjust accordingly.

Identify the FRS Shift (A,B,C) working over DST.

- 1) Use the FRS Pay Period Close *Genie* with the optional *HyperFinds* and Time Period of specific date of DST:

All Home
Dept 45 – FRS (All employees)
FRS A/B/C Shifts
FRS ECC – All





FRS – Daylight Savings Time (DST): SPRING

- 2) Sort on column headings: **Total Reg Hours** and **Total OT Hours** to determine who is entitled to the one hour of DST.

Employee Name	Pay Period	Hours	Division	Location	Total Reg Hours	Total OT Hours	Flex Hours Worked
WILL CHRISTOPHER W		84.0	FRS 45 Oper...	FRS-Edison Park D...	12.0	0.5	
DAVID PHILLIP W		84.0	FRS 45 Oper...	FRS-Edison Park D...	12.0		
MAURICE CHRISTOPHER E		96.0	FRS 45 Oper...	FRS-Station 12	10.0		
KENNETH LAMARNA EUGENE H		96.0	FRS 45 Oper...	FRS-Station 23	8.25		
DAVID DEBRA ANN		78.0	FRS 45 Fire ...	FRS-Edison Park D...	6.0		
DANIEL ALAN S		96.0	FRS 45 Oper...	FRS-Station 16	4.5		
BUTCH ALAN L		80.0	FRS 45 Supp...	FRS-Public Safety ...	3.0		3.0
JEROME CHRISTOPHER W		96.0	FRS 45 Oper...	FRS-Station 1	3.0		
WILL HEATHER W		80.0	-	FRS-Edison Park D...			
CAROLYN TALLA VERONICA A		80.0	-	FRS-Edison Park D...			
WILLIAM ROBERT W		78.0	FRS 45 Oper...	FRS-Dover Road			

- 3) Highlight the employees.

- 4) Click on the **Timekeeping** button. From the drop-down menu select 'Add Pay Code' and the **Add Pay Code** window opens.





FRS – Daylight Savings Time (DST): SPRING

- 5) Select **Pay Code** value 'Admin Leave – Other'.

The screenshot shows a dialog box titled "Add Pay Code" with the following fields and callouts:

- 5**: Points to the "Pay Code" dropdown menu, which is set to "Admin Leave - Other".
- 6**: Points to the "Amount(HH.hh):*" text input field, which contains "1.0".
- 7**: Points to the "Effective Date:*" text input field, which contains "3/10/2024".
- 8**: Points to the "Stop pay from schedule" checkbox, which is unchecked.
- 9**: Points to the "Transfer" dropdown menu, which is set to ":///FRS063DS//".

At the bottom of the dialog box, there are "Cancel" and "Apply" buttons, and a "Comments (0) Add Comment" section.

- 6) Enter **Amount** value '1.0'.

- 7) Enter **Effective Date**.

For example: A DST date of 3/10/2023 occurring on a Saturday shift would apply to the time period Sat 3/09 at 7am through Sun 3/10 at 6:59am.

- 8) Uncheck box 'Stop pay from schedule'.

- 9) Select the **Transfer** drop-down menu arrow and click **Search**.





FRS – Daylight Savings Time (DST): SPRING

- 10) a. In the **Transfer** window, select the **Labor Account** tab.
- b. Click the **Reason Code** drop-down menu arrow and within the search window enter 'frs063ds'.
- c. Select entry 'FRS ADMIN LEAVE DAYLIGHT SAVINGS TIME'.
- d. Click **Apply**.

The screenshot shows the 'Transfer' window in the Genies software. The window title is 'Transfer' and it is loaded at 2:51 PM. The 'Pay Period' is set to 'Close' and the 'Previous Pay Period' is visible. The 'Job Transfer' section has the 'Labor Account' tab selected. The 'Add Labor Account' section contains several dropdown menus for Department, Section, Cost Center, and Expenditure. The 'Reason Code' dropdown is set to 'FRS063DS - ADMIN LEAV...'. The 'Manager' field is set to 'frs063ds'. The 'Batt-Unit' field is set to 'FRS063DS ADMIN LEAVE DAYLIGHT SAVINGS TIME'. The 'Apply' button is highlighted at the bottom right.

- 11) From the **Manage My Department** tab, click on **Quick Links > Group Edit Results** to verify the change was successful. Additional information on the **Manage My Department** tab can be found in the [Manager Tasks Job Aid](#).
- 12) Look at the timecard (may need to click on the **Refresh** button located in the upper right-hand corner).





FRS – Daylight Savings Time (DST): SPRING

SCENARIOS

FRS Closeout Team will review the following scenarios and adjust accordingly:

- a) Employee is scheduled & takes a full day of Personal or Administrative Leave:
 - Use 24 hours of leave
 - Remove 1 hour Admin Leave
- b) Employee is scheduled & takes partial day of leave or split shift:
 - Pay for hours worked.
 - The amount of leave imported from Telestaff remains. Both should equal to the shift, either 24 or 10 hours (normal shift).

Note:

- Worked Day Side (10 hrs) & took leave Night Side (14 hrs) – Not entitled to Admin Leave for night side leave (hours worked plus leave hours should equal shift total hours).

Reminder: If admin leave was applied first, it reduces hours worked – an adjustment is required.

- Leave Day Side (10 hrs) and Worked Night Side (14 hrs) – Entitled to an hour of Admin Leave that occurred during the night side.
- c) Employee is not scheduled & works a full shift of OT:
 - Pay for Actual Hours Worked (23) – No Admin Leave
 - Approve the overtime for these employees
 - d) Employee is not scheduled & works a partial shift of OT night side:
 - Pay for Actual Hours Worked – No Admin Leave
 - Approve the overtime for these employees





FRS – Daylight Savings Time (DST): SPRING

- e) Employee is on CSBO:
 - Leave 24 hours of CSBO
- f) Employee is working CSBW on their Saturday Kelly Day:
 - Record 24 hours worked – No Admin Leave
- g) Employee is CSBW with leave code:
 - Record 24 hours of CSBW leave – No Admin Leave
- h) Employee works on their Saturday Kelly Day:
 - Receives 23 hours of Overtime (Paid for Actual Hours Worked – No Admin Leave), or
 - Pay 13 hours for Night Side (Paid for Actual Hours Worked – No Admin Leave)
- i) Employee does not work on their Saturday Kelly Day:
 - If populated, need to delete the hour of Admin Leave Note: It is hard to ID ECC employees with Saturday Kelly
- j) Employee is using Stand By Pay (SBP pay code):
 - Pay SBP for actual hours in SBP status (23 for full shift or 12 for 12 hour FEI night shift.)
- k) Management (Battalion Chief & higher)
 - **NOTE:** Overtime is only a straight rate of 1.0

